



State of Nevada – Department Of Personnel

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
ASSISTANT CHIEF RIGHT OF WAY AGENT II	42	A	7.406

DEFINITION OF CLASS:

Under the administrative direction of the Assistant Chief Right of Way Agent II, supervises the acquisition and management of land and rights of way required by the Nevada Department of Transportation on a statewide basis.

DISTINGUISHING CHARACTERISTICS:

Positions in this class report directly to the Chief Right of Way Agent and exercise considerable latitude in managing assigned operational areas. Incumbents in this class will supervise Supervisory Right of Way Agents and are responsible for coordinating the acquisition activities of Right of Ways on a statewide basis.

EXAMPLES OF WORK: (The following is used as a partial description and is not restrictive as to duties required.)

Supervises and reviews the performance of subordinate supervisors, technical staff and administrative support personnel to ensure the timely and effective operations of the work unit.

Coordinates the operations of the sections of the division in conducting appraisals, acquisitions and negotiations, property management, relocation assistance, engineering, administrative services and utility inspections within their assigned area of responsibility including establishing and recommending Division policies and procedures and determining priorities, scheduling projects and arranging for the availability of appropriate personnel.

Assesses and arranges for the training of staff members to further their professional development and proficiency.

Serves as liaison between the Department and the general public, as well as private and public organizations in order to provide information regarding Department activities including providing presentations to groups, to coordinate efforts on mutual concerns and/or to provide technical assistance regarding right of way matters.

Directs and reviews all appraisals to ensure consistent analysis and procedures and determines just compensation.

EXAMPLES OF WORK: (Cont.)

Provides policy, procedure and technical support to sections, monitors progress of projects, serves as a final determination point on sensitive cases in which there is a dispute with the initial findings and takes the appropriate corrective action as necessary.

Prepares and recommends budget for work unit including capitol expenditures, equipment and training. Approves and/or recommends approval of expenditures related to the program.

Directs disposal of surplus property and reviews and approves encroachment permits.

Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These may be acquired on the job and/or needed to perform the work assigned.)

Knowledge of the State Administrative Manual, Nevada Administrative Code and Rules for State Personnel Administration.

ENTRY KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Knowledge of the State budgetary process and skill in project costs. Knowledge of supervisory techniques including disciplinary processes, motivation, employee evaluation and the development of work performance standards. Knowledge of railroads and utilities as related to right of way negotiations. Knowledge of State and Federal Statutes pertinent to the acquisition of land and the disposal of property acquired for right of way. Knowledge of technical and legal terminology, documents, descriptions, etc. Knowledge of real estate law. Knowledge of the principles of real estate appraisal. Knowledge of Federal regulations regarding relocation assistance.

Skill in motivating others and encouraging effective action. Skill in algebraic, geometrical and technical math in order to correctly calculate and/or verify computations of land parcels. Skill in written English sufficient to compose business correspondence and reports.

EDUCATION AND/OR WORK EXPERIENCE:

I

Graduation from an accredited college or university with a degree in engineering, business administration or a related field and three years of progressively responsible experience administering or supervising one or more major activities of comprehensive right of way or engineering program;
OR

EDUCATION AND/OR WORK EXPERIENCE: (Cont.)

II

Three years successful experience as a Supervisory Right of Way Agent in Nevada State service;
OR

An equivalent combination of education and experience.

LICENSE:

A valid State of Nevada driver's license or evidence of equivalent mobility.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

	<u>7.406</u>
ESTABLISHED:	01/01/61
REVISED:	10/05/70
REVISED:	07/01/93P
REVISED:	09/24/92PC